

U.S. Probation and Pretrial Services

Western District of Michigan



Internship Program

Who:

The U.S. Probation and Pretrial Services Office is Seeking:

- Highly motivated students having senior status in a Bachelor's degree program or enrollment in a Master's degree program. Degree program must be from an accredited college or university with a concentration of study in criminal justice, criminology, psychology, sociology, human relations, business administration, public administration or related fields.
- Students with a cumulative GPA of 3.0 or above on a 4.0 scale.
- Students in "good standing" academically and otherwise with the college or university of enrollment.
- Students willing to make a minimum commitment of 15 weeks for a "specialized" internship placement, or a minimum commitment of 6 months for an "all inclusive" placement.
- Students who have strong writing and communication skills.

What:

Option 1

- Complete a 15-week (1 semester) internship, specializing in Presentence Investigation, Pretrial Services, or Caseload Supervision.

Option 2

- Complete a 6-month internship encompassing all areas of Federal Probation. Students participating through this option will be expected to complete a minimum of 2 months in each probation office unit: Presentence Investigation, Pretrial Services, and Supervision.

Option 3

- Complete a special project within the U.S. Probation Office, which is approved in advance by the internship coordinator and placement university. Project proposals must be submitted and approved at least 1 month in advance of internship date.

Why:

- Gain practical knowledge and experience in the Federal Judicial system.
- Work closely with U.S. Probation and Pretrial Service Officers, who specialize in pretrial monitoring, presentence investigation, and post conviction supervision.
- Receive credit hours toward an educational degree program (according to curriculum requirements).
- Gain valuable experience with various Windows based software programs and word processing applications.
- Network with a variety of local, state, and federal law enforcement agencies.
- Interact with numerous human service and community resource agencies.
- Become more marketable for future job prospects in the field of criminal justice.
- Earn certificate of achievement after completing internship program.

How to Apply:

- Mail resume, official grade transcript, and cover letter to: U.S. Probation Office
C/O Terrence A. Smith, Internship Coordinator
101 Federal Building
110 Michigan Avenue, NW
Grand Rapids, MI 49503
- Application materials will be reviewed by the internship coordinator, who will preliminarily determine the applicant's eligibility and check the availability of internship placements.
- If the applicant appears eligible, and the U.S. Probation Office has an internship placement available, the applicant will be contacted to schedule an interview.
- Following a review of all application materials, a personal interview, and a background investigation, the applicant will be contacted by the internship coordinator and advised whether or not they have been selected for placement. This process should take approximately 2 weeks from when the application materials are received.

Note: The U.S. Probation and Pretrial Services Office is an equal opportunity employer. Student interns are placed on a voluntary basis only, without compensation. Internship placement is contingent upon the student meeting all program prerequisites and passing a background investigation.